Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>M.I. Secretary Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>M.I. Secretary Department</td>
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>Work Location</td>
<td>M.I. 219</td>
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<tr>
<td>Account Number</td>
<td>01-11133-00000-00000-xxxx</td>
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Do multiple individuals hold this position at one time? ☒ Yes    ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 1 - 4 hours per day, 1 - 10 hours per week.

The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8:00 a.m. - 5:00 p.m.

Department/Position Overview

Job requires the completion of mostly clerical work, with occasional ventures into project management. It requires good communication skills both verbally and stenographically. Involves a lot of transportation of things around campus, i.e. mail, letters, etc. The job also contains a decent amount of data entry work.

More Detailed Information Available

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☐ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☐ Work efficiently and accurately without immediate supervision
☒ Aid in the production of Student Symposium Day, Departmental Self Studies, and External Reviews

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Detail oriented with strong organizational skills
☒ Familiarity with specific computer software, listed here: Microsoft Word, Excel, Epson Scan